

**Colby-Sawyer College**  
**Off-Campus College Owned/Leased Properties**  
**Social Function Registration Form**

This form should be used to register functions in off campus college owned or leased properties in which alcohol will be present **AND** which involve the following numbers of people:

**Grey House:**

Apartment 3: Minimum of 8 people not to exceed 18 people (this includes the 3 residents)

Apartment 4: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

Apartment 5: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**Red House:**

Apartment 1: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

Apartment 2: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**White House:**

Apartment 1: Minimum of 8 people not to exceed 12 people (this includes the 2 residents)

Apartment 2: Minimum of 10 people not to exceed 25 (this includes the 5 residents)

Apartment 3: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

Apartment 4: Minimum of 8 people not to exceed 24 people (this includes the 4 residents)

**London House:**

Apartment 1: Minimum of 8 people not to exceed 18 people (this includes the 3 residents)

Apartment 2: Minimum of 8 people not to 24 people (this includes the 4 residents)

Apartment 3: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**Yellow House:** Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**All Cottage Lane Duplexes:**

Individual Single Room: Minimum of 6 people not to exceed 6 people (this includes the 1 resident)

Shared Common Space: Minimum of 10 people not to exceed 25 people (this includes the 5 residents)

**Social functions are only permitted in rooms, apartments or homes where one or more of the residents is twenty-one years of age or older and will be present for the event.**

**Only students that are 21 years old or older** may be allowed to drink alcohol and they must follow all local, state, and federal laws and all Policies as outlined in the Code of Community Responsibility.

Social functions **may not be** registered during Orientation, Reading Days, or Final Exam periods, or during vacation closing periods.

**Date(s) of Function:** \_\_\_\_\_ **Starting Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

Functions within the same four-day time period may be registered on one form if all information listed below is the same for all functions. All functions must end by the start of quiet hours.

**Location of Function:** Hall \_\_\_\_\_ Room/Apartment \_\_\_\_\_

This registration is limited to activities that occur in this location only and may not be transferred to another location.

**Residential Hosts of Event (must be residents of the room/apartment listed above):** By identifying myself as a Residential Host, I acknowledge that I have read and understand local, state and federal laws associated with hosting a party, and the alcohol policy and the Code of Community Responsibility. I understand that I am responsible for all activities that take place in my room/apartment.

- **I understand that I'm responsible for making sure students/guests under 21 years of age are not drinking in my room.**
- I understand that I'm responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- **I understand that I'm responsible for making sure there is a Sober Host present.**
- I will not violate the college's alcohol policy (e.g. supplying alcohol to minors) and will notify Campus Safety if there are policy violations occurring in my room.

**Residential Host/Participant: I am aware of this social function and plan to participate.**

Name	Age	Signature

**Residential Non-Participant: I am aware of this social function, but I do not plan to participate.**

Name	Age	Signature

**Sober Host:**

By identifying myself as a Sober Host, I acknowledge that I have read and understand the local, state and federal laws associated with hosting a party, alcohol policy and the Code of Community Responsibility.

- **I agree to abstain from using alcohol or other drugs for the duration of this event.**
- I understand that I am responsible for making sure students/guests under 21 years of age are not drinking alcohol.
- I understand that I'm responsible for monitoring the actions of the students/guests and will intervene and/or seek help when appropriate.
- I understand that I will be the liaison to staff members during this event.
- **I understand that I must be present for the entire social function.**
- I understand that I'm responsible for notifying Campus Safety if there are policy violations.

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Acceptance of Registration:**

This form must be submitted to Campus Safety by 7:00 p.m. on the evening of the function, or one hour prior to the function, whichever comes first. **This registration is not valid until the box below has been completed.**

**For Office Use Only (to be completed by Campus Safety Officer)**

\_\_\_\_ I have reviewed the responsibilities of the Residential Hosts with the residents.

\_\_\_\_ I have reviewed the responsibilities of the Sober Host with the sober host.

\_\_\_\_ I have given the Social Function Registration Form Informational Handout to the hosts.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_